

**TRAVERSE CITY
UNITED STATES COAST GUARD COMMITTEE
BYLAWS**

ARTICLE 1

General

Section 1.01. Name and Address. The name of the body is the "Traverse City United States Coast Guard Committee" and its principal office is: c/o City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684. (231)922-4480.

Section 1.02.Purpose. Traverse City United States Coast Guard Committee (hereinafter referred to as the "the Coast Guard Committee") was established under the Traverse City Ordinance Chapter 279 Section 279.01 et al. The Ordinance states the purpose of the United States Coast Guard Committee is to serve in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of the United States Coast Guard services, facilities and programs within the City of Traverse City.

Section 1.03.Duties. The powers and duties of the Coast Guard Committee are as stated in Ordinance Chapter 279 Section 279.01 et al.

ARTICLE 2

Board

Section 2.01.Members. The Board of Directors (hereinafter referred to as the "Board") consists of eight (8) members as provided in Ordinance Chapter 279 Section 279.01 et al.

Section 2.02.Quorum. Five (5) members shall constitute a quorum. No action shall be taken unless upon concurring vote of five (5) members.

ARTICLE 3

Officers

Section 3.01.Election. The Board shall elect a Chairperson and Vice Chairperson annually by a majority vote at the first meeting held in the calendar year.

Section 3.02.Presiding Officer. The Chairperson shall preside at all meetings and in the absence of the Chairperson, the Vice Chairperson shall preside, and if both the Chairperson and the Vice Chairperson are absent, the City Manager shall call the Board to order and shall preside. The presiding officer may express an opinion on any subject under debate without substitution of another presiding officer.

Section 3.03. Recording Secretary. The Board may appoint a Recording Secretary to maintain minutes and records, prepare agendas and communications, publish notices, handle citizen and customer inquiries and provide such other services as the Board may prescribe. The Recording Secretary shall record the minutes of the meetings of the Board. The Recording

Secretary shall be custodian of the Coast Guard Committee records and keep an accurate list of the name, post office address, and terms of office of each member. The Recording Secretary shall perform all duties incident to the office and such other duties as from time to time may be assigned by the Board.

Section 3.04.Vacancies. A vacancy of the Chairperson or Vice Chairperson may be filled at any meeting of the unexpired portion of the term of that office.

ARTICLE 4

Meetings

Section 4.01.Regular. Regular meetings shall be held a minimum of once every month at 3:00pm at the City of Traverse City, Governmental Center, 400 Boardman Avenue, or at such other location as designated by the Board. In the event there is no business on the agenda, the Board may cancel a regular meeting. Notice of such cancellation shall be posted.

Section 4.02.Special Meetings. Special meetings may be called by the Recording Secretary at the request of the chairperson or any three Board members. Notice of such special meetings shall be delivered to all members 18 hours in advance of the meeting.

Section 4.03. Study Sessions. No action may be taken at a study session. Study sessions may be called by the Recording Secretary at the request of the Chairperson or any three Board members. Notice of such study session shall be delivered to all Board members 18 hours in advance of the study session.

Section 4.04. Open Meetings Act. All meetings and study sessions of the Board shall be held in compliance with the Open Meetings Act.

Section 4.05.Parliamentary Authority. The conduct of Board business shall be governed by the most current edition of Robert's Rules of Order Revised unless otherwise modified by law, the Ordinance or Bylaws of the Coast Guard Committee.

ARTICLE 5

Committees

Section 5.01.Appointment. The Board may appoint advisory committees having specific duties and duration.

Section 5.02. Powers not Delegable. The Board may not delegate to any committee the authority or responsibility for management of the Coast Guard Committee.

Section 5.03.Membership. Committees shall be composed of members of the Board.

ARTICLE 6

Contributions and FOIA

Section 6.01.Gifts. The Board may accept any gift or contribution to the Coast Guard Committee for its purposes.

Section 6.02.Public Records. The records of the Coast Guard Committee are subject to the Freedom of Information Act.

ARTICLE 7
Amendment of Bylaws

Section 7.01.Amendment. These Bylaws may be amended upon the vote of a majority of the Board members.

I hereby certify that the above Bylaws were adopted on Thursday, February 2, 2012, and later amended on February 21, 2013, at a regular meeting of the Board of Directors of the United States Coast Guard Committee.



Joe Muha, Chairperson